

Appendix B

CONTRACTOR INTEGRATION PLAN ANNEX

B-1. This appendix provides a sample of an OPLAN/OPORD annex oriented on contractors supporting military operations. It is intended to serve as a notional example annex that communicates the commander's directives and guidance concerning contractors supporting an operation. The contractor operations support plan, while not required by doctrine, can serve a valuable purpose. For operational planners and contracting professionals, it can be the single source for commander directives, guidance, and policies regarding how contractors supporting an operation are managed, deployed, supported, and protected. It encompasses all types of contractor support, originating from anywhere in the world, and serves as the critical link between the supported senior commander, the various functional support elements, contracting activities, and the supporting contractors.

NOTE: This sample annex should not be viewed as a source for communicating the Army's overall policy and doctrine for integrating and managing contractors on the battlefield; that is the purpose of AR 715-9 and this manual. To understand the contents of the annex, the reader should read and become familiar with this manual.

B-2. Notional contractor integration plan annex:

Copy _____ of _____ Copies

Third (US) Army
Fort Gillem, GA
DTG

Annex__ (Contractor Integration Plan) to Third (US) Army Operations Order 01-7527

References:

- a. Map Series _____; Sheet Numbers _____.
- b. US Central Command Operations Order 02-7527
- c. Third (US) Army Field SOP

Time Zone Used Throughout the Order: Local

Task Organization: Annex A (Task Organization)

- 1. SITUATION.** See Basic OPORD.
- 2. MISSION.** See Basic OPORD.
- 3. EXECUTION.**

Third (US) Army Commander's Intent. See Basic OPORD.

a. General. The following are general directives and policies regarding contractor support to this operation:

- (1) The contents of this annex will be incorporated into all contracts providing support for this operation.
- (2) All units with currently existing contractor support will provide this annex to their supporting contracting activity(ies) for inclusion in their contracts.
- (3) All contractors (theater support, external support, and system), supporting this operation and located in the AO, are under the control of and will follow the policies and orders of the Commander, Third (US) Army.
- (4) The G-3, in conjunction with primary and functional staff assistance, will provide detailed planning for the management, accountability, and visibility for all contractors supporting this operation, regardless of origin of the governing contract.
- (5) Future contracts awarded in support of this operation will be IAW Appendix ___ (Contracting Support) of Annex D (Service Support) and approved by the ARB before any contract award is awarded.
- (6) The responsible senior support commander utilizing contractor support will have a contingency plan for all contracts that provide essential services in the event that the contractor is unable or refuses to provide the contracted support. See Appendix ___ (Contracting Support) of Annex D (Service Support) for more information.
- (7) Government-furnished training is provided in accordance with paragraph 3b (Deployment/Redeployment) of this annex.
- (8) Contractors are managed IAW all applicable DOD and Army regulations and paragraph 3c (Management) of this annex.
- (9) Government-furnished support is provided in accordance with paragraph 3c (Government-Furnished Support) of this annex.
- (10) Contractor force protection is executed in accordance with paragraph 3e (Force Protection) of this annex.

b. Deployment/Redeployment (with appropriate lead and supporting staff).

- (1) (G-3) All external support and system contractors, with the exception of the LOGCAP contractor, will deploy under government control. The LOGCAP contractor is authorized to self-deploy, but must be integrated into the TPFDD and obtain arrival slots for its aircraft and vessels.
- (2) (G-3) The requiring unit or activity inputs contractor deployment requirements into the TPFDD in accordance with Appendix B, FM 3-100.21. Contractors that have a direct support (habitual) relationship with a specific unit are included in the supported unit's TPFDD.
- (3) (G-1) Individual contractor employees deploying from CONUS, with the exception of the LOGCAP contractor, receive predeployment processing and specified training at

the CONUS Replacement Center, Fort Benning, GA. A letter of authorization/identification, issued by the responsible contracting officer, is required. Individual LOGCAP contractor employees receive predeployment processing and training from the LOGCAP contractor IAW the requirements specified in this annex.

- (4) (G-1) All contractor employees deploying from OCONUS, with the exception of the LOGCAP contractor, receive predeployment processing and specified training at the theater reception processing center at the APOD/ISB, in Cairo, Egypt. LOGCAP contractor employees deploying from OCONUS receive predeployment processing and training from the LOGCAP contractor IAW the requirements specified in this annex.
- (5) (G-1 and Surgeon) All external support and system contractor employees receive HIV, medical, dental, and tuberculin skin test screening during predeployment processing at the designated predeployment processing site. The employing contractor ensures that its employees are in compliance with the health, dental, and physical standards specified in FM 3-100.21 and that they have a doctor's certification that they are fit to perform their duties in the AO. Contractor employees will present their medical/dental records during predeployment processing. Any contractor employees with disqualifying conditions will not be permitted in the AO and are not entitled to any government-furnished support. Theater support contractor employees are excluded from this requirement; they are not authorized government-furnished medical support except that specified in paragraph 3e (Government-Furnished Support) of this annex.
- (6) (Surgeon) All external and system contractor employees receive immunizations as specified by the Center for Disease Control (CDC) for the AO. The specific list may be obtained by accessing the CDC Internet-based web site at www.cdc.gov/travel. Employing contractors ensure that their employees receive the following immunizations from their personal physician prior to arriving at the designated predeployment processing site: tetanus, typhoid, yellow fever, polio, MMR, and meningococcus.
- (7) (Surgeon) Contractor employees who are authorized health care support are required to bring a 90-day supply of personal medications. Refills for medication will be furnished by the in-theater medical organization.
- (8) (Surgeon) Contractor employees requiring eyeglasses will deploy with two pairs of glasses and a current prescription. Government-furnished eyeglass inserts used in chemical protective masks are provided. Emergency replacement of glasses is furnished by the government; routine replacement is the responsibility of the employing contractor.
- (9) (G-3) All external support and system contractor employees, with the exception of the LOGCAP contractor, receive the following training at the designated predeployment processing site. LOGCAP contractor employees receive the designated training from the LOGCAP contractor IAW the requirements specified in this annex.
 - (a) Geneva conventions.
 - (b) Code of conduct.
 - (c) Health and sanitation.
 - (d) Customs and courtesies for the area of operation.

- (e) Status of forces agreements.
 - (f) Security and force protection.
 - (g) Operational security.
 - (h) Chemical, biological, and nuclear protection.
 - (i) Driver and specialized equipment training.
- (10)(G-4) All contractor employees supporting this operation are authorized the use of OCIE and CDE in accordance with their location in the AO, the nature of their duties, and the degree of risk involved. The requiring unit or activity identifies specific requirements and obtains the necessary equipment.
- (11)(G-1 lead; G-3, G-4, and Surgeon in support) The supporting predeployment processing site accomplishes the following in support of deploying external support and system contractor employees:
- (a) Screens and verifies medical requirements, including medical and dental screening, immunizations, DNA screening, HIV testing, and tuberculin skin test screening.
 - (b) Conducts specified training and briefings.
 - (c) Issues OCIE and CDE.
 - (d) Arranges for transportation to the AO IAW TPFDD and USTRANSCOM instructions.
 - (e) Issues DD Form 1173 (Uniformed Service Identification and Privilege Card), DD Form 489 (Geneva Conventions Identity Card for Persons who Accompany the Armed Forces), personal identification tags, and medical personal identification carrier.
 - (f) Screens personnel records and enters into the designated personnel accountability system.
- (12) (G-1) All deploying external support and system contractor personnel, including those from the LOGCAP contractor, process through the in-theater reception center at the APOD/ISB, in Cairo, Egypt, for verification of accountability and issuing of operational identification. Contractors deploying with their supported units receive reception processing with the unit.
- (13) (G-1 lead; G-2, G-3, G-4, Surgeon, and PARC in support) Theater support contractor employees who provide direct support to Army forces and who require access to military facilities are either processed through the Cairo reception center or the designated forward reception center, whichever is closest to their point of origin. The designated reception center accomplishes the following in support of theater support contractor employees:
- (a) Conducts limited background/security check.
 - (b) Conducts specified training and briefings.
 - (c) Issues OCIE and CDE.
 - (d) Issues, as required, locally produced ID/access cards.
- (14) (G-4) Deploying contractor equipment is processed at the APOD/SPOD IAW TPFDD and USTRANSCOM priorities.
- (15) (G-1 lead; G-3, G-4, Surgeon, PARC in support). Redeployment of all contractor employees and equipment, either during the operation or at its termination, is IAW

with this annex and instructions issued separately through FRAGO or other means.

- (a) All external support and system contractor employees, including the LOGCAP contractor employees, process through the processing center at the APOD/ISB in Cairo, Egypt, prior to departure for accountability and transportation purposes. Personnel who received their predeployment processing at Cairo also receive medical screening and return all government-issued OCIE and CDE. Personnel who received their predeployment processing at the CONUS center receive medical screening and return all government-issued OCIE and CDE there. Theater support contractors process through the same center at which they received their reception processing.
- (b) Contractor equipment will be cleaned, processed, and shipped to its destination IAW USTRANSCOM priorities and instructions.
- (c) Once redeployment processing is completed, the employing contractor arranges follow-on transportation for its employees.

c. Contractor Management (with appropriate staff lead).

- (1) (JAG) Management of contractor compliance with the specific terms and conditions of the contract is the responsibility of the established contracting structure. Commanders are NOT authorized to direct any contractor, or change or modify the terms and conditions of a contract, except through the established contracting system.
- (2) (JAG) Management of contractor employees is the responsibility of the employing contractor and does not extend to the military chain of command. Commanders are NOT authorized to direct individual contractor employees except through the contractor's management structure.
- (3) (JAG) All requiring activities have a trained COR, appointed by the appropriate contracting officer, to assist in the management of contractor support.
- (4) (G-1) Accountability of all contractor employees deploying with the force is through the TPS, the same system used for military and DAC personnel. Specific data requirements are IAW the following:
 - Name.
 - Sex.
 - Social security number (if applicable).
 - Date of birth.
 - Employment classification (DOD, non-DOD, DOD contractor, nonappropriated funds, Red Cross, other).
 - UIC affiliation.
 - Marital status.
 - Race/ethnic group.
 - Religion.
 - Passport number (if applicable).
 - Point of contact name/phone number.

Sample Contractor Integration Plan

- Deployment date.
- Blood type.
- Home address.
- Contract number.
- Contractor name.

(5) (All staffs as applicable) All requiring units maintain visibility for contractors providing support to Army forces in the AOR IAW ASCC OPLAN/OPORD guidance. This visibility data is forwarded through the normal chain of command to the ARFOR staff responsible for oversight of that particular contractor function. The ARFOR staff provides contractor visibility information to the ASCC commander/staff as required. Contractor visibility should contain the following information:

- Contract number.
- Contractor name.
- Type of support provided (e.g., equipment maintenance, transportation, construction, food service).
- Name of contractor's in-theater manager and office location.
- Awarding contracting office.
- Contracting officer contact information.
- COR contact information.
- Supported unit (UIC).
- Contractor workforce composition, including: total number of US citizen employees, total number of TCN employees (specify nationality), and total number of local national employees.
- Employee standard name line.
- Employee social security number (or other identification number, such as passport number, for third-country and local national employees).
- Employee home address.
- Employee point of departure.
- Employee AO location.

(7) (G-3) All contractor employees will comply with all command directives, including General Orders #1, covering conduct of personnel.

(8) (JAG) The provisions of the UCMJ DO NOT apply to contractor employees. Any discipline issues concerning contractor employees should be referred immediately to the individual's manager. If criminal activity is suspected, contact the supporting legal staff for guidance.

(9) (JAG) Removal of contractor employees from the theater for disciplinary reasons, and their replacement, are at the employing contractor's expense.

(10) (JAG) Contractor employees will not be placed in a position that jeopardizes their status as a civilian authorized to accompany the force in the field, such as participation in offensive operations.

d. Government-Furnished Support.

(1) (G-4 and JAG) All GFE, including vehicles, are furnished to a contractor IAW the specific terms and conditions of the applicable contract.

- (2) (G-4) Units or organizations providing GFE, including vehicles, will ensure that proper property accountability procedures contained in AR 710-2 and AR 735-5 are followed.
- (3) (G-4) The requiring unit or activity provides or arranges for any maintenance and fuel support for GFE provided to a contractor.
- (4) (JAG) Government-furnished services, such as telecommunications resources, maintenance and fuel support to contractor-furnished equipment and vehicles, is provided IAW the specific terms and conditions of the applicable contract.
- (5) (Engineer) All facilities utilized by external support and system contractors is provided or arranged for by the government, through the appropriate staff engineer. Contractors specify facility requirements during contract negotiations. Theater support contractors utilize their existing facilities unless additional facilities are required. In that case, these requirements are identified during contract negotiations so the government can make arrangements for them.
- (6) (G-4) Government-furnished transportation is provided to all external and system contractors, except the LOGCAP contractor, IAW the specific terms and conditions of the applicable contract and paragraph 3c (Deployment/Redeployment) of this annex. The LOGCAP contractor provides its own transportation support for this operation.
- (7) (G-4) Lodging and subsistence support is furnished to all external and system contractor employees on a non-reimbursable basis. Theater support contractor employees receive non-reimbursable subsistence support when working away from their normal source of rations.
- (8) (G-1) All US citizen external support and system contractor employees are authorized postal service through the MPS. Local nationals and non-US contractor employees receive postal support as arranged by the employing contractor.
- (9) (Surgeon) Health care, including medical, dental, and pharmaceutical, is furnished to all external and system contractor employees on a non-reimbursable basis. Theater support contractor employees are NOT authorized government-furnished health care, except in job-related situations, and only on an emergency basis.
- (10) (Surgeon) Occupational health and preventative medicine inspections, screenings, and remedial treatment is provided to all contractor employees and animals, regardless of their status.
- (11) (Chaplain) Religious support is furnished to all contractor employees IAW the religious support annex of this OPORD.
- (12) (JAG) Legal support to contractor employees is the responsibility of the employing contractor.
- (13) (G-4 and G-1) The government provides mortuary affairs support to ALL contractor employees. Notification of next of kin for deceased contractor employees is the responsibility of the government for US citizen employees and the employing contractor for non-US citizen employees.

e. Force Protection.

- (1) (G-3) Currently, there are no restrictions regarding where supporting contractors may provide support within the AO. The Third (US) Army G-3 will put out any changes to this policy.
- (2) (G-3) Per local risk assessments, military forces provide necessary force protection for contractor employees working within their AO.
- (3) (G-3) All contractors supporting this operation comply with force-protection guidelines issued by this headquarters and contained in this annex, including travel security requirements and off-limits restrictions. Commanders may waive the two-driver rule for contractor employees within their AO on a case-by-case basis.
- (4) (G-3 and G-4) All contractors coordinate local travel of their employees within the AO with the appropriate operations and transportation staff.
- (5) (G-3) Contractor employees are NOT authorized to carry weapons. Contractor employees violating this directive will be immediately removed from the theater and replaced at the employing contractor's expense.
- (6) (G-3 and G-4) All contractor employees are issued and trained to properly wear OCIE and CDE.
- (7) (G-3) Contractor employees supporting this operation are NOT authorized to wear BDUs/DCUs or any other military-looking uniform with the exception of individual protective gear.
- (8) (G-3) All contractor employees receive training in the Geneva convention, code of conduct, status of forces agreements, safety, security, and NBC training.
- (9) (Engineer) All external support and system contractor employees reside in government-furnished lodging. Theater support contractor employees reside at their normal residence unless required to work in a location too distant, in which case government-furnished lodging is used.

4. SERVICE SUPPORT: See Basic OPORD.

5. COMMAND AND SIGNAL

a. Command.

- The G-3, Third (US) Army, ensures that contractors are properly integrated into the operation. The PARC, Third (US) Army, is responsible for the overall management of theater support contractors. The senior support commands utilizing contractor support and associated Third (US) Army staff manage contractor support within their functional area.
- CORs are appointed for all contracts supporting this operation.

b. Signal.

- All contractors supporting this operation must interface with military communication systems. Contractors will comply with all security requirements and procedures.

- The supporting signal unit commander assists contractors in establishing interface with military communications systems.

ACKNOWLEDGE:

OFFICIAL:

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